

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department on Disability Services**



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| <b>Department on Disability Services</b>                                 | <b>Policy Number: 6.7</b>       |
| <b>Responsible Program or Office: Deputy Director for Administration</b> | <b>Number of Pages: Six (6)</b> |
| <b>Date of Approval by the Director:<br/>October 29, 2008</b>            | <b>Number of Attachments:</b>   |
| <b>Effective Date:<br/>October 29, 2008</b>                              | <b>Expiration Date, if Any:</b> |
| <b>Supersedes Policy Dated:</b>  |                                 |
| <b>Cross References and Related Policies:</b>                            |                                 |
| <b>Subject: Employee Travel Policy</b>                                   |                                 |

**1. PURPOSE**

The purpose of this policy is to establish uniform guidelines, procedures and standards as it relates to local and out-of town travel undertaken by the employees of the Department on Disability Services (DDS).

**2. APPLICABILITY**

This policy applies to all DDS employees.

**3. AUTHORITY**

The authority for this policy is established in the Department on Disability Services as set forth in D. C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Code § 7-761.01 *et seq.*). In addition, the District of Columbia Government Travel Card Program is administered by the D.C. Office of Contracting and Procurement (OCP) in accordance with OCP Policy No. 9001.03 dated November 7, 2007, and the District of Columbia Procurement Practices Act of 1985, effective February 21, 1986 (D.C. Law 6-85; D.C. Code § 2-301.01 *et seq.*), as amended by the Procurement Reform Amendment Act of 1996, effective April 9, 1997 (D.C. Law 11-259; D.C. Official Code § 2-301.01 *et seq.*).

**4. DEFINITIONS**

**Local Travel** – travel by privately owned vehicle or commercial vehicle within a fifty (50) mile radius of the DDS main office at 1125 15<sup>th</sup> Street, N.W., Washington, D.C. 20005.

**Out-of-Town Travel** – travel outside a fifty (50) mile radius of the DDS main office at 1125 15<sup>th</sup> Street, N.W., Washington, D.C. 20005.

**Mileage** – distance to be reimbursed for travel on official government business at the prevailing Federal mileage rate published in the Federal Travel Regulation, which effective March 19, 2008 was raised from \$0.485 cents to \$0.505 per mile. Mileage should be calculated based on the distance from the starting point to the destination. If travel originates from a location other than the workplace, the mileage claimed should be the lesser of: (1) the distance from home to the destination; or (2) from the workplace to the destination.

#### **4. POLICY**

It is the policy of DDS to ensure that when employees must engage in local or out-of-town travel in the performance of their official duties and responsibilities these employees are compensated for mileage (when using their privately owned vehicle) and at approved compensation levels when traveling out-of-state.

#### **5. RESPONSIBILITY**

The responsibility for this policy is vested in the Director, Department on Disability Services, and the implementation of this policy is the responsibility of the Deputy Director for Administration.

#### **6. STANDARDS**

In order to ensure compliance with this policy following are the standards that the agency has adopted:

- All employees must complete required forms for local and out-of-town travel.
- The forms must be signed by the appropriate management analyst designated for each division prior to submission to the Accounts Payable Division.
- Local travel must be approved by the employee's Supervisor or Authorized Official.
- All out-of-town travel requires the approval signature of the Agency Director or the Director's designee.
- Year End Vouchers will no longer be accepted after the 15<sup>th</sup> day of the end of the fiscal year (*i.e.* October 15<sup>th</sup>).
- Vouchers for either local or out-of-town travel must be submitted by the 15<sup>th</sup> day of the month after the end of the month in which the travel occurred.

#### **7. PROCEDURES**

In order to ensure compliance with this policy, the following operational procedures are instituted:

## LOCAL TRAVEL PROCEDURES

### PRIOR TO TRAVEL – All employees must:

#### COMPLETE AND SUBMIT THE FOLLOWING FORMS:

- Request and Authorization for Official Travel;
- Travel and Related Expenses Voucher (include odometer reading for start and end); and
- Map quest directions with estimated mileage statement.

#### COMPLETED FORMS:

- Require administrative approval from the deputy director;
- Must be approved by the employee's supervisor;
- Must be submitted to OCFO by the 15<sup>th</sup> day of the month following month of travel; and
- Require supporting documentation for all travel costs.

#### EMERGENCY METRO USE:

- Upon prior approval, prepaid Metro cards may be available for official travel.

#### EMERGENCY TAXICAB USE:

- All taxicab travel requires administrative pre-approval.
- Taxicab travel must be arranged and pre-paid by the employee. The employee will only be reimbursed for a taxicab expenditure with a valid receipt. (Alternate arrangements may be available. The employee must consult with the supervisor prior to using taxicab services.)

#### BEGINNING TRAVEL:

- Use vehicle odometer to track accurate mileage reading to and from the destination.
- Do not use home address as originating location.
- Weekend reimbursements are only accepted with prior approval from supervisor.

#### RETURNING FROM TRAVEL

#### REIMBURSEMENTS:

- All employees are responsible for submitting the Request and Authorization for Official Travel form and **original** receipts for ground travel and other incurred **related** expenses such as parking and tollbooth surcharges before any reimbursements can be issued. **Original** receipts are required for all expenses.
- Mileage is reimbursed at the prevailing Federal mileage rate.
- Hotel and meal expenses are not reimbursable for local travel.
- Vouchers must be submitted by the 15<sup>th</sup> day of the month following month that the local travel occurred.
- Vouchers must be signed by the immediate supervisor and deputy director prior to submitting to OCFO.

**REIMBURSABLE EXPENSES:**

- Parking is reimbursable. Official parking receipts must always accompany requests for reimbursements
- Tollbooth tolls are reimbursable. Official tollbooth receipts regardless of amount must always accompany requests for reimbursements of tolls.

## OUT-OF-TOWN TRAVEL PROCEDURES

### PRIOR TO TRAVEL – All employees must:

#### COMPLETE AND SUBMIT THE FOLLOWING FORMS:

- Request and Authorization for Official Travel;
- Travel and Related Expenses Voucher;
- Employee Training Authorization (for all training, workshops, conferences, etc.); and
- Travel unrelated to training requires the first two forms and can be submitted directly to their supervisor and deputy director for approval.

#### COMPLETED FORMS SUBMITTED TO TRAINING DEPARTMENT:

- Require administrative approval from your supervisor and deputy director;
- Must be received in the Training Office at least thirty (30) days prior to travel and/or training; and
- Require supporting documentation for all travel and hotel accommodations and any registration requirements. (Each employee is responsible for pre-arranging their own travel and hotel reservations and registration; **these pending arrangements will be confirmed and paid, via a government credit card by the designated cardholder in each administration**).

#### ADVANCE PAYMENTS:

- Upon approval, advance checks will be mailed to the employee's home address.
- Hotel, air/train, and registration should be charged to the government travel card. Special instances for these expenses to be reimbursed or included in the advance payment must be pre-approved by administration.

#### CAR RENTALS:

- All car rentals require administrative pre-approval.
- Car rentals must be arranged and pre-paid by the employee. The employee will **only** be reimbursed for sedans and mid-size vehicles. (Alternate arrangements may be approved for out-of-state travel made entirely by car, if the rental is less than or equivalent to airfare to the same location).

### RETURNING FROM TRAVEL – All employees must:

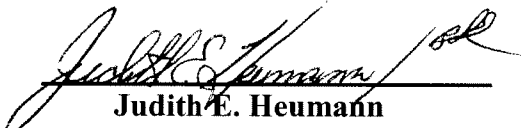
#### REIMBURSEMENTS:

- All employees are responsible for submitting **original** receipts for food, ground travel and other incurred **related** expenses before any reimbursements can be received from Accounts Payable. **Original** receipts are required for all expenses over \$10.
- Same day travel does not cover meals.

#### REIMBURSABLE EXPENSES:

- Food will be reimbursed at the per diem based on city and Federal Guidelines.

- Only 75% of the per diem is paid for the first and last day of travel unless the travel begins before 6:00 am and ends after 11:00 pm.

  
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**Judith E. Heumann**  
**Director**

  
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**Date**